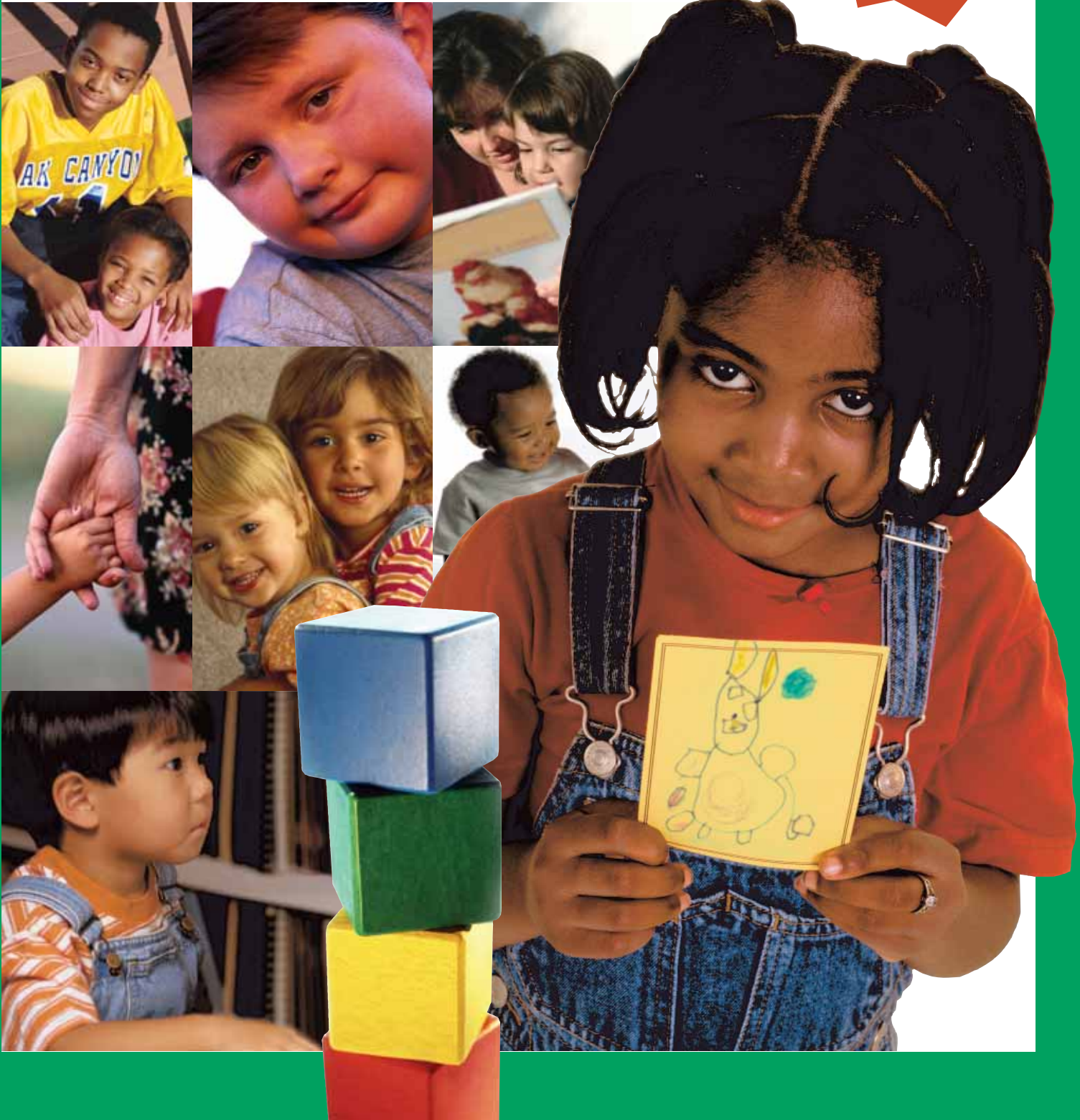


Virginia Department of Social Services

# Professional Development Catalog for Child Care Professionals

SPRING 2007

**Register  
NOW!**





February 2007

Dear Colleagues:

A new year is upon us, and we are gearing-up for many new initiatives in the field of early care and education. Some of these initiatives include establishing early learning guidelines for children, core competencies for early childhood professionals, standardized early childhood education curricula for Virginia Community Colleges, and more. Along with the new initiatives, we continue our commitment to provide quality training with an excellent selection of spring classes.

We invite you to take advantage of the many, low-cost training opportunities designed to fulfill your training requirements and enhance your skills for teaching young children. Some professional development opportunities are highlighted below.

1. Watch for more information to follow about an Early Childhood Summit in May. The Summit will launch the implementation of the early learning guidelines for children and core competencies for providers. More intensive training will follow in the coming months for practitioners in all early childhood environments.
2. The NEW, full-day Medication Administration Training (MAT) course will be offered by VDSS. Classes will be facilitated by VDSS-approved trainers. By the end of March 2007, providers will be able to access a list of approved trainers from the VDSS Web site. Register early for this required course as classes are limited to 8 participants each. See page 25 for details.
3. A new and improved tax preparation course is being offered for family day home providers called, Managing Your Home Child Care Business in a Profitable Way. We hope family day home professionals will find it very helpful. See page 24 for details.
4. The Early Childhood Endorsement Program (ECEP) is in full swing, giving providers a more complete foundation of knowledge for working with specific age groups. Endorsements are being offered on working with preschool children, as well as infants and toddlers. For more information, please see pages 14-15.
5. Having trouble finding time to attend classes or travel to classes? The Read-A-Book Program may be your solution. It's a self-paced reading program to earn training hours. For more information, please see page 28.
6. Don't forget to check out the Smart Beginnings Web site at: [www.SmartBeginnings.org](http://www.SmartBeginnings.org). There is an entire section for Professionals, including other training and development resources. Individuals may register to receive email updates on early childhood initiatives under "Get Involved."

Other Notable Items:

Please see the VDSS Child Care and Development Web site, which includes this catalog and the TIPS Calendar at <http://www.dss.virginia.gov/redirect/?83>.

If you plan to take college-level courses, think about using the Virginia Child Care Provider Scholarship Program. For more information, please call toll-free 1.866.636.1608, or go to <http://www.dss.virginia.gov/family/cc/scholarship.html>.

You may be one of the only positive influences in a young child's life. Please give yourself time to grow and learn about new research and techniques so you can fulfill your career goals and positively impact the children. Here's to a new year of making the most of life's opportunities.

Sincerely,

Kathy D. Gillikin, Quality Child Care Program Manager  
Division of Child Care and Development, Virginia Department of Social Services

*VDSS Mission:*

*People helping people triumph over poverty, abuse and neglect  
to shape strong futures for themselves, their families and communities.*

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## REGISTRATION INFORMATION

The Division of Child Care and Development of the Virginia Department of Social Services provides classes throughout the Commonwealth for child care providers. This catalog includes classes offered for the Spring 2007 training semester and is organized into three main sections:

- Spring Classes – including a pull-out calendar of classes by region
- Additional Educational Opportunities
- Comprehensive List of All Courses

### Who Can Register for Classes

The training is open to child care providers from:

- licensed child day centers
- religiously exempt child day centers
- certified preschools
- Head Start programs
- licensed family day homes
- family day homes approved by a family day system
- voluntarily registered family day homes
- family day homes approved by local departments of social services
- unregulated child care providers paid by local departments of social services

### How To Use the Catalog

- Review the catalog and select classes of interest.
- Use the fold-out of the Spring 2007 Calendar of Classes by Region to help locate classes in your area.
- Photocopy the Registration Form as needed and complete one per class.

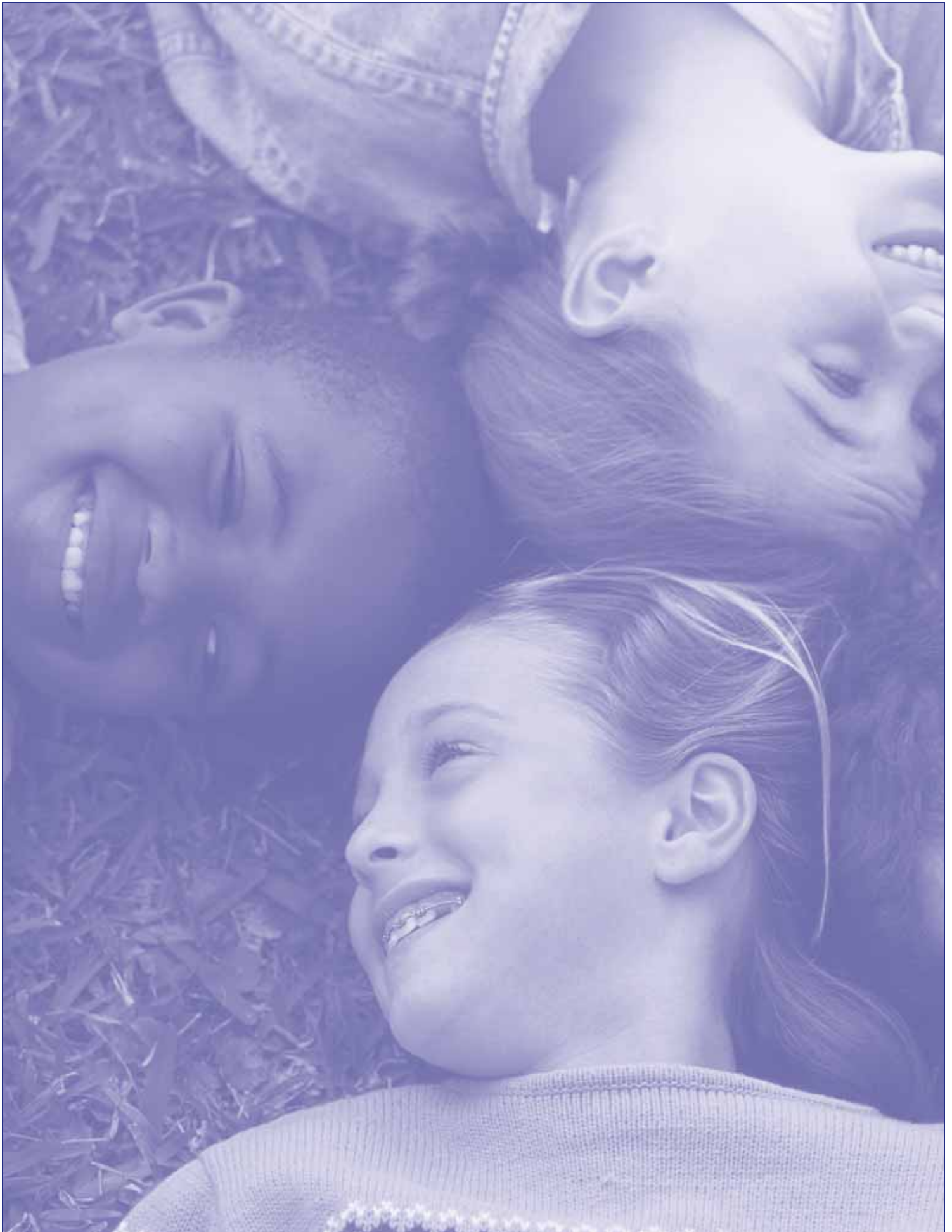
### How To Register for Classes

- Complete one Registration Form per class. Multiple registrants may be listed on each form.
- Enter the correct fee per person for each class. See page 12 for table of classes and fees.
- Attach a separate check or money order for each class made payable to: **TREASURER OF VIRGINIA.**  
*NOTE: Do not send one check that covers the cost of more than one training date or more than one location. It will be rejected and returned to you, delaying or preventing registration.*
- Make a copy of the Registration Form for your records before you mail it to the correct VISSTA office.
- Mail the Registration Form and check/money order to the VISSTA office handling the registration for the location selected.  
 See the reverse side of the registration form for where to send registration forms and payment.  
*NOTE: Registration forms and payments must be received by VISSTA 1 week before the class date. No late registration accepted.*
- You will be registered to attend the training and will receive a confirmation letter with directions to the training location if:
  1. space is available, and
  2. the Registration Form and check/money order are completed properly, sent to the correct VISSTA office, and received on time.
- If the class is filled or your registration arrives late, checks/money orders will be returned to you.
- If a class is canceled by the Virginia Department of Social Services, **REFUNDS WILL NO LONGER BE GIVEN.**  
 Instead of a refund, a voucher will be given that can be used for any other classes offered in the future.
- A \$15 fee will be charged on checks returned for insufficient funds.

### Attending Classes

- Bring the confirmation letter to the class in order to be admitted and receive a certificate.
- **Do not attend the class unless you receive a confirmation letter.**
- If you have not received a confirmation letter at least one week before the class date, call the VISSTA office processing your registration.
- Walk-ins are NOT allowed. People who arrive at a class without pre-registering will be turned away.
- Please make every effort to attend, or send a substitute to, each class for which your registration is confirmed.
- Be on time. Review directions and a map in advance to avoid getting lost. Hours will be reduced on the training certificate if you arrive late or leave early.
- Children are NOT allowed at VDSS classes. Providers bringing children will be turned away.





**REGISTRATION FORM - COMPLETE AND RETURN ENTIRE FORM**

Enter only one class, one date/time and one class location on this registration form. For online information on classes, visit the following Web site:

<http://www.dss.virginia.gov/redirect/?83>.

NAME OF CLASS \_\_\_\_\_

CCD NUMBER \_\_\_\_\_

DATE OF CLASS \_\_\_\_\_ TIME \_\_\_\_\_

CLASS LOCATION \_\_\_\_\_

**IMPORTANT!**

- Register Immediately. Registration forms and payments must be received by VISSTA one week before the class – no late registration accepted.
- Complete one registration form per class (multiple registrants may be listed on form).
- Fees vary per class (see class information on page 12).
- Send a SEPARATE check for EACH CLASS (may cover fees for multiple registrants).
- Make check(s) payable to **Treasurer of Virginia**.
- Mail registration form(s) and payment(s) to VISSTA office handling registration for the class location you are planning to attend (see back of this page for addresses of VISSTA offices).
- Checks/money orders will be returned to you if the class is filled or your registration arrives late.

**YOUR EMPLOYMENT INFORMATION**

FACILITY NAME \_\_\_\_\_ DIRECTOR'S NAME \_\_\_\_\_

FACILITY TYPE CODE \_\_\_\_\_ OTHER (SPECIFY) \_\_\_\_\_  
(select one code from box below)

FACILITY ADDRESS \_\_\_\_\_ DAYTIME TELEPHONE ( ) \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_ FACILITY FAX NUMBER ( ) \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

**REGISTRANTS' INFORMATION**

**ALL INFORMATION IS REQUIRED. MISSING INFORMATION WILL DELAY OR PREVENT REGISTRATION.**

				DRIVER'S LICENSE NUMBER (if you do not drive, please provide last 4 digits of Social Security Number)	EDUCATION LEVEL (select one code from box below)	AGE GROUPS SERVED (select one code from box below)
1.	FIRST NAME	MI	LAST NAME			
2.	FIRST NAME	MI	LAST NAME			
3.	FIRST NAME	MI	LAST NAME			
4.	FIRST NAME	MI	LAST NAME			

YOU MAY COPY THIS FORM TO REGISTER ADDITIONAL PEOPLE.

**CODES**

FACILITY TYPE		EDUCATION LEVEL		AGE GROUPS SERVED	
Select code for type of facility where you are employed.		Select code for highest level of education you have completed.		Select the <u>one</u> category that reflects the ages of the children you serve.	
Codes	Description of Codes	Codes	Description of Codes	Codes	Description of Codes
C	Licensed Child Day Center	ND	Attended high school (no diploma)	I	Infants Only (Birth to 16 mo)
R	Religiously Exempt Child Day Center	HS/GED	High School Diploma/G.E.D.	T	Toddlers Only (16 mo up to 2 years)
P	Certified Preschool	C	Career Studies Certificate	P	Preschoolers Only (2 years up to 5 years)
A	Head Start Program	1 YR	One-Year Certificate	S	School-Agers Only (5-12)
H	Licensed Family Day Home	A	Associates Degree	IT	Infants & Toddlers
V	Voluntarily Registered Family Day Home	B	Bachelors Degree	IP	Infants & Preschoolers
L	Family Day Home Approved by Local DSS	M	Masters Degree	IS	Infants & School-Agers
U	Unregulated Provider (paid by local DSS)	D	Doctorate Degree	TP	Toddlers & Preschoolers
S	Family Day Home Approved by a Family Day Home System	O	Other	TS	Toddlers & School-Agers
O	Other (Specify above)			PS	Preschoolers & School-Agers
				ITP	Infants, Toddlers & Preschoolers
				ITS	Infants, Toddlers & School-Agers
				IPS	Infants, Preschoolers & School-Agers
				TPS	Toddlers, Preschoolers & School-Agers
				ITPS	Infants, Toddlers, Preschoolers & School-Agers

## WHERE TO SEND REGISTRATION FORMS AND PAYMENT

NOTE: Sending your registration to the wrong VISSTA office will delay or prevent registration.

### NORTHERN LOCATIONS

FOR CLASSES HELD IN:	SEND CHECKS PAYABLE TO TREASURER
Alexandria	OF VIRGINIA AND FORMS TO:
Fairfax	VISSTA, Child Care Training
Fredericksburg	Fairfax Department of Family Services
Manassas	12011 Government Center Parkway, Suite 622
Springfield	Fairfax, Virginia 22035-1102
Weyers Cave	703-324-7197

### CENTRAL LOCATIONS

FOR CLASSES HELD IN:	SEND CHECKS PAYABLE TO TREASURER
Charlottesville	OF VIRGINIA AND FORMS TO:
Chester	VISSTA, Child Care Training
Chesterfield	1604 Santa Rosa Road
Henrico	2nd Floor, Suite 232A
Midlothian	Richmond, Virginia 23229-5008
Richmond	804-662-7470

### EASTERN LOCATIONS

FOR CLASSES HELD IN:	SEND CHECKS PAYABLE TO TREASURER
Chesapeake	OF VIRGINIA AND FORMS TO:
Eastern Shore - Exmore	VISSTA, Child Care Training
Hampton	Hampton Department of Social Services
Newport News	1320 LaSalle Avenue
Norfolk	Hampton, Virginia 23669-3801
Portsmouth	757-727-1880
Virginia Beach	

### SOUTHWEST LOCATIONS

FOR CLASSES HELD IN:	SEND CHECKS PAYABLE TO TREASURER
Abingdon	OF VIRGINIA AND FORMS TO:
Duffield	VISSTA, Child Care Training
Wytheville	450 Commerce Drive, Suite 6
	Abingdon, Virginia 24211
	276-623-0134

### PIEDMONT LOCATIONS

FOR CLASSES HELD IN:	SEND CHECKS PAYABLE TO TREASURER
Roanoke	OF VIRGINIA AND FORMS TO:
South Boston	VISSTA, Child Care Training
	210 First Street, SW, Suite 110
	Roanoke, Virginia 24011
	540-853-6380

**REGISTRATION FORM - COMPLETE AND RETURN ENTIRE FORM**

Enter only one class, one date/time and one class location on this registration form. For online information on classes, visit the following Web site:

<http://www.dss.virginia.gov/redirect/?83>.

NAME OF CLASS \_\_\_\_\_

CCD NUMBER \_\_\_\_\_

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CLASS LOCATION \_\_\_\_\_

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(select one code from box below)

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CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_ FACILITY FAX NUMBER ( ) \_\_\_\_\_

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Select code for type of facility where you are employed.		Select code for highest level of education you have completed.		Select the <u>one</u> category that reflects the ages of the children you serve.	
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O	Other (Specify above)			PS	Preschoolers & School-Agers
				ITP	Infants, Toddlers & Preschoolers
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Henrico	2nd Floor, Suite 232A
Midlothian	Richmond, Virginia 23229-5008
Richmond	804-662-7470

### EASTERN LOCATIONS

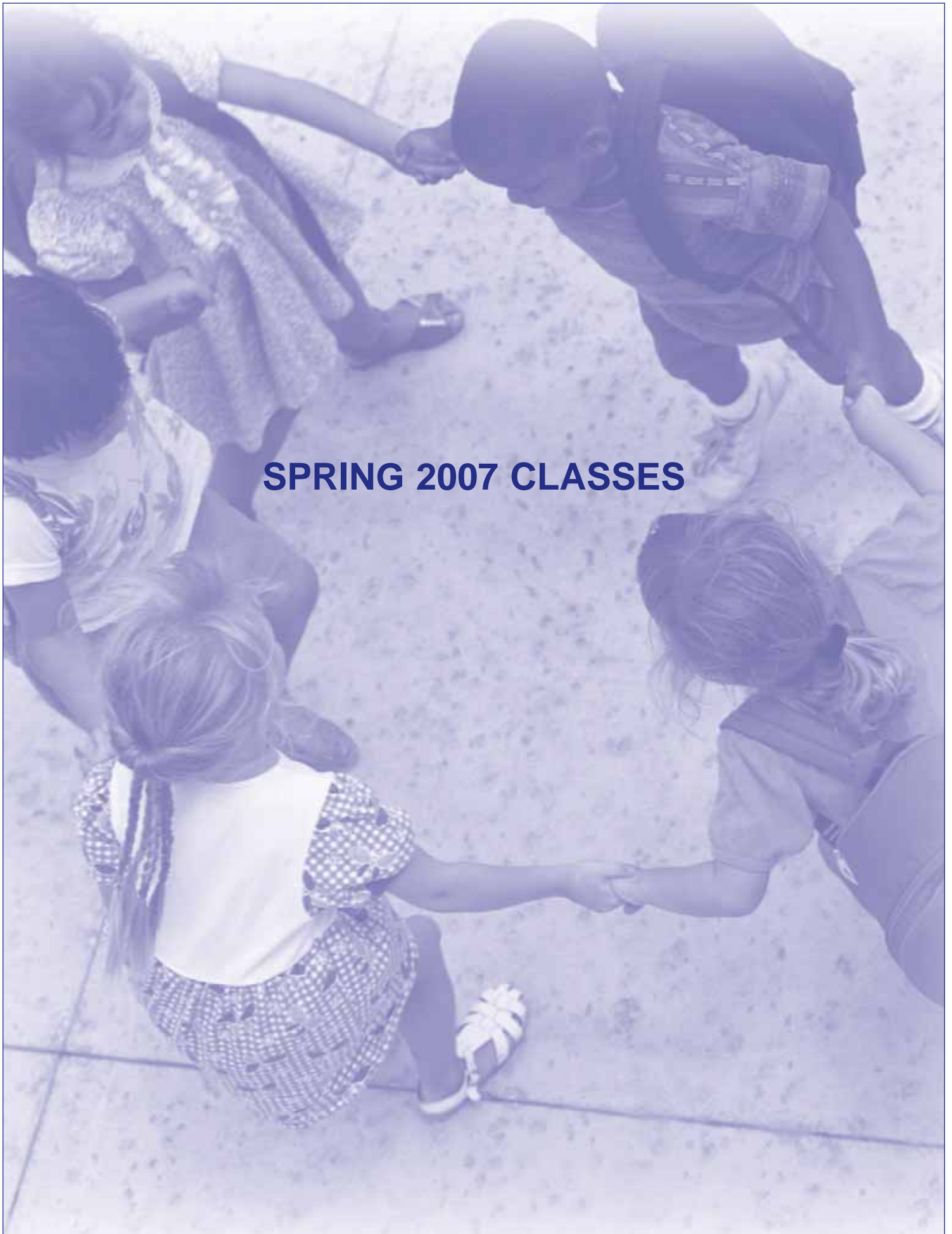
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Chesapeake	OF VIRGINIA AND FORMS TO:
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Hampton	Hampton Department of Social Services
Newport News	1320 LaSalle Avenue
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Portsmouth	757-727-1880
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Wytheville	450 Commerce Drive, Suite 6
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### PIEDMONT LOCATIONS

FOR CLASSES HELD IN:	SEND CHECKS PAYABLE TO TREASURER
Roanoke	OF VIRGINIA AND FORMS TO:
South Boston	VISSTA, Child Care Training
	210 First Street, SW, Suite 110
	Roanoke, Virginia 24011
	540-853-6380



## TRAINING CLASSES AND FEES FOR SPRING 2007

TOPIC/TITLE	CCD NUMBER	FEES PER PERSON	PAGE NUMBER
<b>Infant and Toddler Series</b>			
Part 1 - Ages and Stages of Development for Infants and Toddlers (4 hours)	CCD0100	\$10.00	Page 16
Part 2 - Creating an Appropriate Learning Environment for Infants and Toddlers (4 hours)	CCD0101	\$10.00	Page 16
Part 3 - Planning Activities for Infants and Toddlers (4 hours)	CCD0102	\$10.00	Page 17
Part 4 - Guiding the Behaviors of Infants and Toddlers (4 hours)	CCD0103	\$10.00	Page 17
<b>Preschool Series</b>			
Part 1 - Ages and Stages of Development of Preschoolers Ages Three to Five (4 hours)	CCD0200	\$10.00	Page 18
Part 2 - Creating an Age Appropriate Learning Environment for Preschoolers (4 hours)	CCD0201	\$10.00	Page 18
Part 3 - Planning Age and Stage Appropriate Activities for Preschoolers (4 hours)	CCD0202	\$10.00	Page 19
Part 4 - Guiding the Behaviors of Preschool Children Ages Three to Five (4 hours)	CCD0203	\$10.00	Page 19
<b>General Interest</b>			
Ages and Stages of Development for School-Age Children School-Age Series – Part 1 (4 hours)	CCD0300	\$10.00	Page 22
Child Abuse and Neglect: Recognition and Reporting (4 hours)	CCD0801	\$10.00	Page 22
Emergency Preparedness (6 hours)	CCD0807	\$25.00	Page 23
Health Screening for Child Care Professionals (4 hours)	CCD0800	\$10.00	Page 23
 Managing Your Home Child Care Business in a Profitable Way (3 hours)	CCD0603	\$10.00	Page 24
 Medication Administration Training (MAT) for Child Care Professionals (8 hours)	CCD0822	\$50.00	Page 25
You Can Count on Mother Goose (4 hours)	CCD1509	\$10.00	Page 26





## **VDSS' EARLY CHILDHOOD ENDORSEMENT PROGRAM (ECEP)**

**Infant and Toddler Endorsement (ECEP-IT)**

**Preschool Endorsement (ECEP-PS)**



## VIRGINIA DEPARTMENT OF SOCIAL SERVICES' EARLY CHILDHOOD ENDORSEMENT PROGRAM (ECEP)

Since the 1980s, the Virginia Department of Social Services (VDSS) has offered workshops for child care providers on the care, development, health, and safety of young children. To establish more structured early childhood professional development options, VDSS' Division of Child Care and Development has established the *Early Childhood Endorsement Program* (ECEP). This Program is designed to provide a comprehensive foundation of knowledge for working with children of specific ages.

The ECEP is a collaboration between VDSS' Division of Child Care and Development, The Virginia Community College System (VCCS), and the Community College Workforce Alliance (CCWA). CCWA is the workforce education arm of J. Sargeant Reynolds (JSRCC) and John Tyler (JTCC) Community Colleges.

The VDSS Early Childhood Endorsement Program now includes two options: The Infant and Toddler Endorsement (ECEP – IT) and the Preschool Endorsement (ECEP – PS). The ECEP consists of courses offered regularly by VDSS that have been enhanced with project work and assessment tools. All ECEP courses are taught by CCWA adjunct faculty.

Those who wish to earn one of the *Early Childhood Endorsements* must attend and complete all required courses, attend the after-class session explaining the Program and receive the assignments (15-30 minutes), complete all assignments on their own time, and then return the assignments for grading. Once all component classes are successfully completed, participants will be awarded the appropriate *VDSS Early Childhood Endorsement* (Preschool or Infant and Toddler) and may be eligible to earn three college credits.

Information on registration for Endorsement classes may be found in this Catalog (pages 5-9) or online at:

<http://www.dss.virginia.gov/redirect/?83>.

### To Participate

Individuals interested in participating in the *VDSS Early Childhood Endorsement Program* must:

- Register as usual to attend required courses. (See pages 15-19 for class details.)
- Attend all required courses and receive written assessments/project assignments from the instructor at the end of each class.
- Complete written assessments and project assignments.
- Keep completed assignments until after you have attended and finished all the assignments for at least four component classes.
- Return completed written assessments and project assignments to the Division of Child Care and Development for grading.
- Receive a passing score for each required course to receive the VDSS Early Childhood Endorsement.  
(Four or more course assessments may be returned at one time for grading.)

Early childhood practitioners who are successful will receive the *VDSS Early Childhood Endorsement* and will be eligible to apply for three college credits.

### College Credit

Upon completion of the Program, participants may choose to apply for college credit. To be eligible to apply for college credit, individuals must:

1. Keep all materials included in the program (participant handouts and texts, and all completed, graded assessments and projects) in a portfolio for future review. Information on developing and submitting your portfolio for review to receive college credit will be distributed to successful candidates along with the awarding of the VDSS ECEP certificate of completion.
2. Receive a grade-point-average (GPA) of 2.0 or better on all class materials submitted for the ECEP.

Registration forms and information about the required courses may be found in this catalog on pages 5-26 or online at:

<http://www.dss.virginia.gov/redirect/?83>.

## VDSS EARLY CHILDHOOD ENDORSEMENT PROGRAMS

### I. INFANT AND TODDLER ENDORSEMENT (ECEP-IT)

The *VDSS ECEP – Infant and Toddler Endorsement* consists of the following 12 courses. Each course will be offered once a year as outlined in the listing below:

#### Each Spring

Part 1 - Ages and Stages of Development for Infants and Toddlers (pg 16)  
Part 2 - Creating an Appropriate Learning Environment for Infants and Toddlers (pg 16)  
Part 3 - Planning Activities for Infants and Toddlers (pg 17)  
Part 4 - Guiding the Behaviors of Infants and Toddlers (pg 17)  
Health Screening for Child Care Professionals (pg 23)  
Child Abuse and Neglect: Recognition and Reporting (4-hour class) (pg 22)

#### Each Fall

Understanding Temperaments to Help Infants and Toddlers Learn and Develop  
Beyond Babble: Exploring Early Language Development  
Observation and Recording: It's Not Always Obvious  
Nurturing Productive Partnerships with Parents  
Preventing Injuries in the Child Care Environment

#### Self-Study

Early Childhood Theorists  
Child Abuse and Neglect: Recognizing, Reporting, and Responding for Educators Online Course

### II. PRESCHOOL ENDORSEMENT (ECEP-PS)

The *VDSS ECEP – Preschool Endorsement* consists of the following 12 courses. Each course will be offered once a year as outlined in the listing below:

#### Each Spring

Part 1 - Ages and Stages of Development of Preschoolers Ages Three to Five (pg 18)  
Part 2 - Creating an Age Appropriate Learning Environment for Preschoolers (pg 18)  
Part 3 - Planning Age and Stage Appropriate Activities for Preschoolers (pg 19)  
Part 4 - Guiding the Behaviors of Preschool Children Ages Three to Five (pg 19)  
Health Screening for Child Care Professionals (pg 23)  
Child Abuse and Neglect: Recognition and Reporting (4-hour class) (pg 22)

#### Each Fall

Exploring Brain Development Part 1: Every Teacher is a Brain Surgeon  
Reframing Discipline Part 1: From Stopping Misbehavior to Teaching Skills  
Observation and Recording: It's Not Always Obvious  
Nurturing Productive Partnerships with Parents  
Preventing Injuries in the Child Care Environment

#### Self-Study

Early Childhood Theorists  
Child Abuse and Neglect: Recognizing, Reporting, and Responding for Educators Online Course

For more information on this program please send an email to:  
[ECEP@dss.virginia.gov](mailto:ECEP@dss.virginia.gov); or call (804) 726-7648.

Registration forms may be found in this catalog on pages 5-9 or online at:  
<http://www.dss.virginia.gov/redirect/?83>



**Infant and Toddler Series - Part 1****CCD0100****AGES AND STAGES OF DEVELOPMENT FOR INFANTS AND TODDLERS\*\***

Length: 4 Hours – 9:00 a.m. to 1:00 p.m.  
 Fee: \$10.00  
 Target Audience: Providers who work with infants and toddlers

**Overview**

This course is the first in a series related to the care and development of infants and toddlers. The course will provide participants with information on the ages and stages of development for infants and toddlers. The primary focus of this course is to explore three needs that are central to the young child's growth: security, exploration, and identity. In addition, this course will address the sequence of developmental milestones and how each influences the other. Finally, the course discusses the characteristics of caregivers, the value of observation, and the importance of communication between caregivers and parents.

**Objectives**

- Define ages and stages of development as applied to infants and toddlers.
- Identify and understand physical, speech/language, perceptual/cognitive, and social/emotional development of infants and toddlers.
- Recognize how the physical, speech/language, perceptual/cognitive, and social/emotional skills are interrelated and how that affects the development of infants and toddlers.
- Identify desirable characteristics of infant and toddler caregivers.
- Gain insight about why and how we use observation as a way to facilitate a child's growth and development.
- Recognize the importance of communication between parents and caregivers and learn effective ways to share developmental information with parents.

**Dates and Locations**

03/10	Chester	John Tyler Community College Chester Campus, Bird Hall, Room 116 13101 Jefferson Davis Highway
04/14	Springfield	NOVA Community College Springfield Campus Medical Education Building, Room HE256 6699 Springfield Center Drive
05/05	Roanoke	Roanoke Higher Education Center 108 North Jefferson Street, Room 408
05/05	Virginia Beach	Virginia Beach Higher Education Center 1881 University Drive, Room 131

\*\* This may be used as a component course for VDSS ECEP – Infant and Toddler Endorsement Program. See page 15 for details.

**Infant and Toddler Series - Part 2****CCD0101****CREATING AN APPROPRIATE LEARNING ENVIRONMENT FOR INFANTS AND TODDLERS\*\***

Length: 4 Hours – 9:00 a.m. to 1:00 p.m.  
 Fee: \$10.00  
 Target Audience: Providers who work with infants and toddlers

**Overview**

This course is designed to identify key elements for creating an appropriate learning environment for infants and toddlers. The primary focus is to explore eight basic qualities of a well-designed infant and toddler space: safety, health, comfort, convenience, child-sized equipment, flexibility and movement. In addition, the course will address the sequence of developmental milestones and how they must be considered when planning an appropriate environment. Finally, the course will describe how to develop and organize a daily plan for young infants, mobile infants, and toddlers.

**Objectives**

- Realize the importance of considering the physical, language, cognitive and social/emotional domains of infants and toddlers when planning an appropriate learning environment.
- Recognize the importance of creating sensory rich and interactive surroundings for young infants, mobile infants and toddlers.
- Identify the basic features for indoor and outdoor environments for young infants, mobile infants and toddlers.
- Learn criteria for selecting various types of materials and equipment needed for young infants, mobile infants and toddlers.
- Identify health and safety issues related to young infants, mobile infants and toddlers.
- Learn how to organize a daily plan for young infants, mobile infants and toddlers.

**Dates and Locations**

03/17	Chester	John Tyler Community College Chester Campus, Bird Hall, Room 116 13101 Jefferson Davis Highway
04/21	Springfield	NOVA Community College Springfield Campus Medical Education Building, Room HE256 6699 Springfield Center Drive
05/12	Roanoke	Roanoke Higher Education Center 108 North Jefferson Street, Room 408
05/12	Virginia Beach	Virginia Beach Higher Education Center 1881 University Drive, Room 131

\*\* This may be used as a component course for VDSS ECEP – Infant and Toddler Endorsement Program. See page 15 for details.

**Infant and Toddler Series - Part 3**  
**CCD0102**  
**PLANNING ACTIVITIES FOR**  
**INFANTS AND TODDLERS\*\***

Length: 4 Hours – 9:00 a.m. to 1:00 p.m.  
 Fee: \$10.00  
 Target Audience: Providers who work with infants and toddlers

**Overview**

This course is designed to identify age and stage appropriate play experiences for infants and toddlers by defining the role of infant/toddler caregivers. Developmental domains will be discussed as they relate to play experiences. The course will identify the characteristics of appropriate play experiences of infants and toddlers and introduce participants to guidelines for selecting and constructing appropriate play materials.

**Objectives**

- Understand the role of infant and toddler caregiver.
- Identify the characteristics of appropriate play experiences for infants and toddlers.
- Recognize the importance of developmental domains as they relate to play experiences.
- Learn guidelines for selecting and constructing appropriate play materials for infants and toddlers.
- Plan play experiences that enhance the development of infants and toddlers.

**Dates and Locations**

05/12	Springfield	NOVA Community College Springfield Campus Medical Education Building, Room HE256 6699 Springfield Center Drive
05/19	Roanoke	Roanoke Higher Education Center 108 North Jefferson Street, Room 408
05/19	Virginia Beach	Virginia Beach Higher Education Center 1881 University Drive, Room 131
05/19	Chester	John Tyler Community College Chester Campus, Bird Hall, Room 116 13101 Jefferson Davis Highway

\*\* This may be used as a component course for VDSS ECEP – Infant and Toddler Endorsement Program. See page 15 for details.

**Infant and Toddler Series - Part 4**  
**CCD0103**  
**GUIDING THE BEHAVIORS OF**  
**INFANTS AND TODDLERS\*\***

Length: 4 Hours – 9:00 a.m. to 1:00 p.m.  
 Fee: \$10.00  
 Target Audience: Providers who work with infants and toddlers

**Overview**

This course is designed to identify the behavioral characteristics and temperaments of infants and toddlers; to define the differences between guidance and punishment; and to learn age-appropriate strategies and techniques for use with infants and toddlers. The primary focus of this course is to recognize the factors that affect behaviors, to recognize behaviors that are expected to naturally occur, and to recognize that the caregiver's response affects the outcome of the behavior or guidance technique. In addition, the course will address the sequence of developmental milestones, how these milestones influence the caregivers' response behaviors, and provide participants with appropriate behavioral strategies.

**Objectives**

- Identify behavioral characteristics of young infants, mobile infants, and toddlers.
- Discuss the different temperaments of infants and toddlers.
- Describe the difference between guidance and punishment.
- Recognize external factors that influence the behaviors of young infants, mobile infants, and toddlers.
- Recognize appropriate caregiver's responses to the behaviors of young infants, mobile infants, and toddlers.
- Identify alternative strategies for guiding the behavior of young infants, mobile infants, and toddlers.
- Discuss common behaviors that require special attention.

**Dates and Locations**

06/02	Springfield	NOVA Community College Springfield Campus Medical Education Building, Room HE256 6699 Springfield Center Drive
06/02	Chester	John Tyler Community College Chester Campus, Bird Hall, Room 116 13101 Jefferson Davis Highway
06/02	Virginia Beach	Virginia Beach Higher Education Center 1881 University Drive, Room 131
06/02	Roanoke	Roanoke Higher Education Center 108 North Jefferson Street, Room 408

\*\*This may be used as a component course for VDSS ECEP – Infant and Toddler Endorsement Program. See page 15 for details.



**Preschool Children Series - Part 1****CCD0200****AGES AND STAGES OF DEVELOPMENT OF PRESCHOOLERS AGES THREE TO FIVE\*\***

Length: 4 Hours – 9:00 a.m. to 1:00 p.m.

Fee: \$10.00

Target Audience: Providers who work with preschool children

**Overview**

This course is the first in a series related to the care and development of children ages three to five years old. The ages and stages of child development are organized into the physical, language, cognitive, and social/emotional domains.

**Dates and Locations**

03/10	Springfield	NOVA Community College Springfield Campus Medical Education Building, Room HE256 6699 Springfield Center Drive
03/17	Roanoke	Roanoke Higher Education Center 108 North Jefferson Street, Room 408
03/17	Virginia Beach	Virginia Beach Higher Education Center 1881 University Drive, Room 131
03/17	Wytheville	Wytheville Community College Carroll Hall, Room 220 1000 East Main Street
03/17	South Boston	Southern Virginia Higher Education Center 820 Bruce Street, Smith/Hope Room
03/24	Alexandria	NOVA Community College Alexandria Campus, Bisdorf Building Room AA158 3001 North Beauregard Street
03/24	Weyers Cave	Blue Ridge Community College Robert E. Plecker Workforce Center Room P126A One College Lane
03/31	Chester	John Tyler Community College Chester Campus, Moyer Hall Room M201 A & B 13101 Jefferson Davis Highway
03/31	Henrico	J. Sargeant Reynolds Community College – North Run Corporate Center Room 125 1630 East Parham Road
04/21	Fredericksburg	Germanna Community College Fredericksburg Campus Workforce Building, Rooms 105 A & B 10000 Germanna Point Drive
05/05	Hampton	Thomas Nelson Community College Peninsula Workforce Dev. Center Rooms 1301-1303 600 Butler Farm Road

\*\* This may be used as a component course for VDSS ECEP – Infant and Toddler Endorsement Program. See page 15 for details.

**Preschool Children Series - Part 2****CCD0201****CREATING AN AGE APPROPRIATE LEARNING ENVIRONMENT FOR PRESCHOOLERS\*\***

Length: 4 hours – 9:00 a.m. to 1:00 p.m.

Fee: \$10.00

Target Audience: Providers who work with preschool children

**Overview**

This is the second course in a series related to the care and development of children ages three to five years old. This training establishes a basis for understanding how the environment impacts children's growth and development.

**Dates and Locations**

03/17	Springfield	NOVA Community College Springfield Campus Medical Education Building, Room HE256 6699 Springfield Center Drive
03/24	Roanoke	Roanoke Higher Education Center 108 North Jefferson Street, Room 409
03/24	Virginia Beach	Virginia Beach Higher Education Center 1881 University Drive, Room 131
03/24	South Boston	Southern Virginia Higher Education Center 820 Bruce Street, Smith/Hope Room
03/31	Weyers Cave	Blue Ridge Community College Robert E. Plecker Workforce Center Room P126A One College Lane
03/31	Wytheville	Wytheville Community College Carroll Hall, Room 220 1000 East Main Street
04/14	Chester	John Tyler Community College Chester Campus, Moyer Hall Room M201 A & B 13101 Jefferson Davis Highway
04/14	Alexandria	NOVA Community College Alexandria Campus, Bisdorf Building Room AA158 3001 North Beauregard Street
04/21	Henrico	J. Sargeant Reynolds Community College North Run Corporate Center, Room 125 1630 East Parham Road
04/28	Fredericksburg	Germanna Community College Fredericksburg Campus Workforce Building, Room 105 A & B 10000 Germanna Point Drive
05/12	Hampton	Thomas Nelson Community College Peninsula Workforce Dev. Center Rooms 1301-1303 600 Butler Farm Road

\*\* This may be used as a component course for VDSS ECEP - Preschool Endorsement Program. See page 15 for details.

**Preschool Children Series - Part 3****CCD0202****PLANNING AGE AND STAGE APPROPRIATE ACTIVITIES FOR PRESCHOOLERS\*\***

Length: 4 Hours – 9:00 a.m. to 1:00 p.m.

Fee: \$10.00

Target Audience: Providers who work with preschool children

**Overview**

This is the third course in a series related to the care and development of children ages three to five years old. In this course, the participants will use their knowledge of the characteristics of preschool children to understand the process of developing thematic units to guide learning.

**Dates and Locations**

03/24	Springfield	NOVA Community College Springfield Campus Medical Education Building, Room HE256 6699 Springfield Center Drive
03/31	Roanoke	Roanoke Higher Education Center 108 North Jefferson Street, Room 212
03/31	South Boston	Southern Virginia Higher Education Center 820 Bruce Street, Smith/Hope Room
04/14	Weyers Cave	Blue Ridge Community College Robert E. Plecker Workforce Center Room P126A One College Lane
04/14	Virginia Beach	Virginia Beach Higher Education Center 1881 University Drive, Room 131
04/21	Wytheville	Wytheville Community College Carroll Hall, Room 220 1000 East Main Street
04/28	Chester	John Tyler Community College Chester Campus, Moyer Hall Room M201 A & B 13101 Jefferson Davis Highway
04/28	Henrico	J. Sargeant Reynolds Community College North Run Corporate Center, Room 125 1630 East Parham Road
05/05	Fredericksburg	Germanna Community College Fredericksburg Campus Workforce Building, Room 105 A & B 10000 Germanna Point Drive
05/19	Hampton	Thomas Nelson Community College Peninsula Workforce Dev. Center Rooms 1301-1303 600 Butler Farm Road
05/19	Alexandria	NOVA Community College Alexandria Campus, Bisdorf Building Room AA158 3001 North Beauregard Street

\*\* This may be used as a component course for VDSS ECEP - Preschool Endorsement Program. See page 15 for details.

**Preschool Children Series - Part 4****CCD0203****GUIDING THE BEHAVIORS OF PRESCHOOL CHILDREN AGES THREE TO FIVE\*\***

Length: 4 Hours – 9:00 a.m. to 1:00 p.m.

Fee: \$10.00

Target Audience: Providers who work with preschool children

**Overview**

This course is the fourth in a series related to the care and development of children ages three to five years old. Participants will explore the ages and stages of development for the 3 to 5 year old child and examine the role a provider plays in guiding the behavior of the preschool child.

**Dates and Locations**

03/31	Springfield	NOVA Community College Springfield Campus Medical Education Building, Room HE256 6699 Springfield Center Drive
04/14	Roanoke	Roanoke Higher Education Center 108 North Jefferson Street, Room 408
04/14	South Boston	Southern Virginia Higher Education Center 820 Bruce Street, Smith/Hope Room
04/21	Virginia Beach	Virginia Beach Higher Education Center 1881 University Drive, Room 131
04/21	Weyers Cave	Blue Ridge Community College Robert E. Plecker Workforce Center Room P126A One College Lane
04/28	Wytheville	Wytheville Community College Carroll Hall, Room 220 1000 East Main Street
05/05	Chester	John Tyler Community College Chester Campus, Moyer Hall Room M201 A & B 13101 Jefferson Davis Highway
05/05	Henrico	J. Sargeant Reynolds Community College North Run Corporate Center, Room 125 1630 East Parham Road
05/12	Fredericksburg	Germanna Community College Fredericksburg Campus Workforce Building, Room 105 A & B 10000 Germanna Point Drive
06/02	Hampton	Thomas Nelson Community College Peninsula Workforce Dev. Center Rooms 1301-1303 600 Butler Farm Road
06/02	Alexandria	NOVA Community College Alexandria Campus, Bisdorf Building Room AA158 3001 North Beauregard Street

\*\* This may be used as a component course for VDSS ECEP - Preschool Endorsement Program. See page 15 for details.





A young child with dark hair is sitting on a grassy field. They are wearing a striped short-sleeved shirt under denim overalls and denim shorts. They are resting their chin on their right hand, looking directly at the camera. A soccer ball is positioned in front of their legs. The entire image has a blue tint.

## **GENERAL INTEREST CLASSES**



**School-Age Series - Part 1****CCD0300****AGES AND STAGES OF DEVELOPMENT  
FOR SCHOOL-AGE CHILDREN**

Length: 4 Hours – 9:00 a.m. to 1:00 p.m.  
 Fee: \$10.00  
 Target Audience: Providers who work with school-age children

**Overview**

This class is the first in a series of topics related to the care and development of children ages five to twelve. The training will provide the participant with information on the development of school-age children and guidance for appropriate practice. Participants will review and discuss the characteristics of school-age children, characteristics of quality, individualized school-age programs, and strategies for communicating with parents of school-age children.

**Objectives**

- Identify and understand desirable characteristics of caregivers of five to twelve-year-old children.
- Define ages and stages, and the domains of physical, language, cognitive, and social/emotional development.
- Examine how the domains are interrelated and how that affects development.
- Recognize the importance of communication between parents and caregivers and learn effective ways to share developmental information with parents.

**Dates and Locations**

03/17	Abingdon	VISSTA Area Training Center 450 Commerce Drive
03/24	Fairfax	Herrity Building 12055 Government Center Parkway Suites 106 & 107
03/31	Virginia Beach	Hilton Garden Inn 252 Town Center Drive
04/14	Roanoke	VISSTA Area Training Center 210 First Street SW, Suite 405
04/21	Manassas	Hampton Inn 7295 Williamson Boulevard
05/05	Henrico	VISSTA Area Training Center 1604 Santa Rosa Road, 2nd Floor

**CCD0801****CHILD ABUSE AND NEGLECT:  
RECOGNITION AND REPORTING\*\***

Length: 4 Hours – 9:00 a.m. to 1:00 p.m.  
 Fee: \$10.00  
 Target Audience: Providers who work with children of all ages

**Overview**

Child care providers will learn how to recognize and manage suspected child abuse and neglect. This course provides instruction on types of abuse and neglect, strategies for responding to suspected child victims and their parents, the child protective services response process, and knowing when and how to report suspected abuse and neglect. Virginia law mandates that child care providers report suspected child abuse and neglect.

**Dates and Locations**

03/31	Hampton	Thomas Nelson Community College Peninsula Workforce Dev. Center Rooms 1301-1303 600 Butler Farm Road
04/21	Midlothian	Community College Workforce Alliance Featherstone Campus Featherstone Professional Center Room 111 1807 Huguenot Road, Suite 108
04/21	Roanoke	Roanoke Higher Education Center 108 North Jefferson Street, Room 408
04/28	Springfield	NOVA Community College Springfield Campus Medical Education Building, Room HE256 6699 Springfield Center Drive
04/28	Virginia Beach	Virginia Beach Higher Education Center 1881 University Drive, Room 131
04/28	South Boston	Southern Virginia Higher Education Center 820 Bruce Street, Smith/Hope Room
05/05	Alexandria	NOVA Community College Alexandria Campus, Bisdorf Building Room AA158 3001 North Beauregard Street
06/02	Wytheville	Wytheville Community College Carroll Hall, Room 220 1000 East Main Street
06/02	Henrico	J. Sargeant Reynolds Community College North Run Corporate Center, Room 125 1630 East Parham Road
06/02	Weyers Cave	Blue Ridge Community College Robert E. Plecker Workforce Center Room P126A One College Lane
06/02	Fredericksburg	Germanna Community College Fredericksburg Campus Workforce Building, Room 105 A & B 10000 Germanna Point Drive

\*\* This may be used as a component course for both VDSS Early Childhood Endorsement Programs. See page 15 for details.

## CCD0807 EMERGENCY PREPAREDNESS

Length: 6 Hours – 9:00 a.m. to 4:00 p.m.  
 Fee: \$25.00 (includes lunch)  
 Target Audience: Program administrators and emergency officers

### Overview

This course includes information on emergency preparedness from the Standards for Licensed Child Day Centers (22 VAC 15-30-610), but is beneficial for all child care providers. The course is designed to give providers an understanding of the critical concepts and components of good emergency planning and to stimulate thinking about the emergency preparedness process.

### Objectives

- Discuss licensing standards for emergency preparedness in child day centers and recommendations for emergency preparedness for other child care providers.
- Identify the elements of emergency preparedness – prevention/mitigation, planning, response, and recovery.
- Explain a hazard assessment.
- List resources to be used in preparing for and responding to emergencies.
- Describe the components of a customized emergency preparedness plan.

### Dates and Locations

03/24	Manassas	Hampton Inn 7295 Williamson Boulevard
04/14	Duffield	Cove Ridge Conference Center at Natural Tunnel State Park Route 3, Box 250
04/21	Fairfax	Pennino Building 12011 Government Center Parkway Suite 206 A & B
05/05	Norfolk	Residence Inn 1590 North Military Highway
05/19	Roanoke	VISSTA Area Training Center 210 First Street SW, Suite 405
06/02	Henrico	VISSTA Area Training Center 1604 Santa Rosa Road, 2nd Floor

## CCD0800 HEALTH SCREENING FOR CHILD CARE PROFESSIONALS\*\*

Length: 4 Hours - 9:00 a.m. to 1:00 p.m.  
 Fee: \$10.00  
 Target Audience: Providers who work with children of all ages

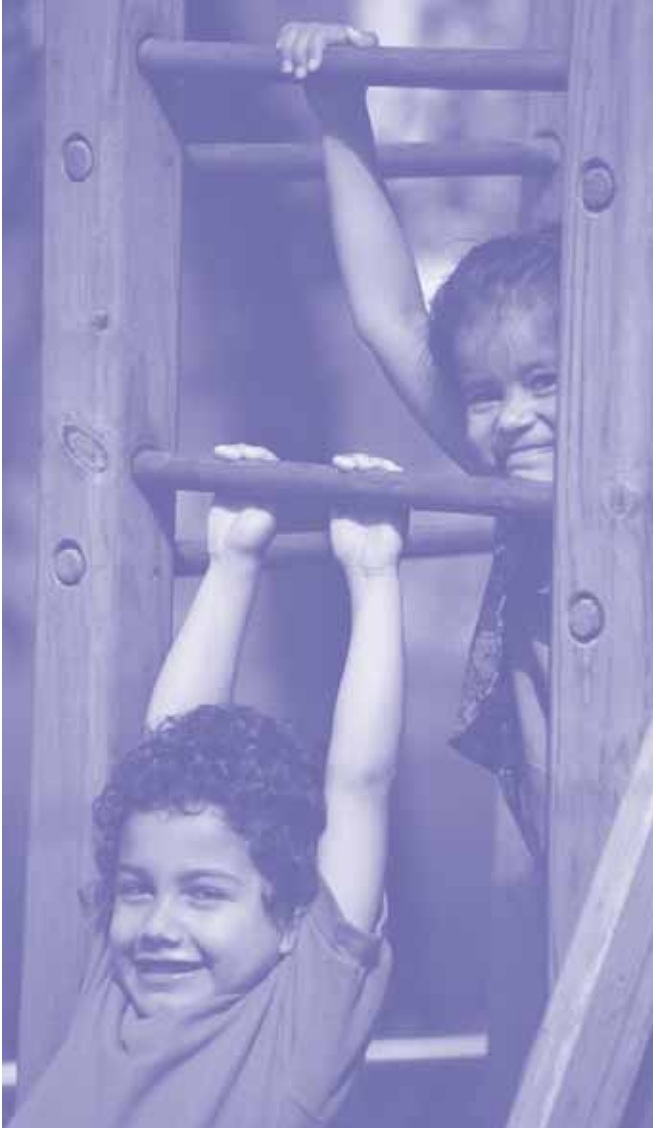
### Overview

This course satisfies the training requirements specified in the Standards for Licensed Child Day Centers (22 VAC 15-30-310 D.6). The course provides instruction in daily health observation, excluding children for illness, preventing infections, communicable diseases, vaccine preventable diseases, immunizations, OSHA health and safety practices, and the provider's role in reporting diseases. While the class is required for providers who work in licensed child day centers and who perform the daily health observation of children, it is beneficial for all child care providers.

### Dates and Locations

03/24	Chester	John Tyler Community College Chester Campus, Bird Hall, Room 116 13101 Jefferson Davis Highway
03/31	Virginia Beach	Virginia Beach Higher Education Center 1881 University Drive, Room 131
04/21	Alexandria	NOVA Community College Alexandria Campus, Bisdorf Building Room AA158 3001 North Beauregard Street
04/21	South Boston	Southern Virginia Higher Education Center 820 Bruce Street, Smith/Hope Room
04/28	Roanoke	Roanoke Higher Education Center 108 North Jefferson Street, Room 408
04/28	Hampton	Thomas Nelson Community College Peninsula Workforce Dev. Center Rooms 1301-1303 600 Butler Farm Road
04/28	Weyers Cave	Blue Ridge Community College Robert E. Plecker Workforce Center Room P126A One College Lane
05/12	Henrico	J. Sargeant Reynolds Community College North Run Corporate Center, Room 125 1630 East Parham Road
05/19	Springfield	NOVA Community College Springfield Campus Medical Education Building, Room HE256 6699 Springfield Center Drive
05/19	Wytheville	Wytheville Community College Carroll Hall, Room 220 1000 East Main Street
05/19	Fredericksburg	Germanna Community College Fredericksburg Campus Workforce Building, Room 105 A & B 10000 Germanna Point Drive

\*\* This may be used as a component course for both VDSS Early Childhood Endorsement Programs. See page 15 for details.

**NEW**

### CCD0603 MANAGING YOUR HOME CHILD CARE BUSINESS IN A PROFITABLE WAY

Length: 3 Hours – 9:00 a.m. to 12:00 Noon

Fee: \$10.00

Target Audience: Providers who work in family day homes

#### Overview

Have you always wondered how to manage your home child care business in a profitable and organized way? Would you like to learn basic strategies to help with tax preparation, including determining the use of the self-employment tax, what expenses you can deduct and which you can't, how to reduce your taxes, good record keeping, and submission of tax forms? If you're ready to learn some skills that could help you save money and get the most out of your family day home business, attend this course!

#### Objectives

- Learn how to qualify for a deduction for using your home as a child care facility.
- Find out what expenses in your business can be deducted on your tax return.
- Learn how good record keeping can reduce the tax you owe.
- Find out what self-employment tax is and how it is determined.
- Learn which federal tax forms you must file.
- Learn how to do business with IRS electronically.

#### Dates and Locations

03/17	Fairfax	Herrity Building 12055 Government Center Parkway Suites 106 & 107
03/24	Henrico	VISSTA Area Training Center 1604 Santa Rosa Road, 2nd Floor
04/21	Roanoke	VISSTA Area Training Center 210 First Street SW, Suite 405
04/28	Manassas	Hampton Inn 7295 Williamson Boulevard
05/05	Chesapeake	Chesapeake Conference Center 900 Greenbrier Circle
05/19	Abingdon	VISSTA Area Training Center 450 Commerce Drive

CCD0822

**NEW****MEDICATION ADMINISTRATION TRAINING (MAT) FOR CHILD CARE PROFESSIONALS**

Length: 8 hours – 9:00 a.m. to 6:00 p.m.  
 Fee: \$50.00 (includes lunch)  
 Target Audience: Providers who work in licensed or regulated child day programs and who give prescription medication to children in their care

**Prerequisites**

- You must have current First Aid and CPR certifications to register for one of these classes.
- You must attach a copy of both certifications to your registration form.

**Tests and Practical Demonstrations**

- You must satisfactorily complete the written and practical examinations to receive the MAT certification.

**Other Important Information**

- Classes will be facilitated by approved MAT trainers.
- Class size limited to 8 participants.
- Maximum registration: one person from your facility/home per class.

**Overview**

The MAT is an 8-hour competency-based course approved by the Virginia Board of Nursing and VDSS to train providers who work in child day programs to safely administer medication to children.

Staff members who work in licensed or regulated child day programs and who give prescription medication to children are required by the *Code of Virginia* (§ 54.1-3408) to satisfactorily complete the training course, which includes passing written and practical examinations.

Staff members who work in child day centers and who administer prescription and/or over-the-counter medication to children enrolled in their programs must take this course.

**Dates and Locations**

03/31	Virginia Beach	Hilton Garden Inn 252 Town Center Drive
03/31	Chesterfield	Sheraton Park South 9901 Midlothian Turnpike
04/14	Fairfax	Pennino Building 12011 Government Center Parkway, Suites 206 A & B
04/14	Henrico	VISSTA Area Training Center 1604 Santa Rosa Road, 2nd Floor
04/21	Abingdon	VISSTA Area Training Center 450 Commerce Drive
04/21	Newport News	Point Plaza Suites and Conference Hotel 950 J. Clyde Morris Boulevard
04/21	Charlottesville	Holiday Inn Monticello 1200 5th Street SW
04/28	Fredericksburg	Wingate Inn 20 Sanford Drive
04/28	Portsmouth	Holiday Inn Olde Towne 8 Crawford Parkway
04/28	Hampton	Clarion Hotel 1809 West Mercury Boulevard
05/05	Fairfax	Pennino Building 12011 Government Center Parkway, Suites 206 A & B
05/05	Abingdon	VISSTA Area Training Center 450 Commerce Drive
05/12	Manassas	Hampton Inn 7295 Williamson Boulevard
05/12	Roanoke	VISSTA Area Training Center 210 First Street SW, Suite 405
05/19	Eastern Shore– Exmore	Trawler Restaurant 2555 Lankford Highway
05/19	Hampton	Clarion Hotel 1809 West Mercury Boulevard
05/19	Henrico	VISSTA Area Training Center 1604 Santa Rosa Road, 2nd Floor

## CCD1509 YOU CAN COUNT ON MOTHER GOOSE

Length: 4 hours – 9:00 a.m. – 1:00 p.m.  
Fee: \$10.00  
Target Audience: Providers who work with children ages 3 – 8

### Overview

This course teaches early childhood educators how to nurture children's understanding and positive attitudes toward mathematic concepts and problem solving skills. Participants will learn how to use outstanding children's literature to engage children in conversations and activities that teach early math and problem solving skills such as sorting, graphing, measuring, estimating, counting, etc. Each participant will receive eleven books, an activity kit, bag and a guide (valued at \$125).

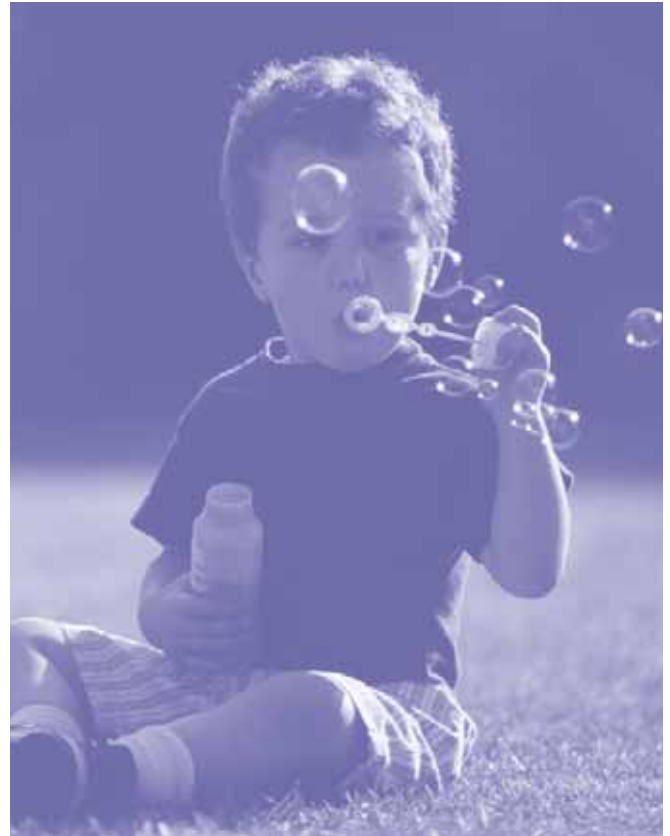
**Note: Participants must be present at the class to receive books and handouts. Materials will not be mailed to those who register and do not attend.**

### Objectives

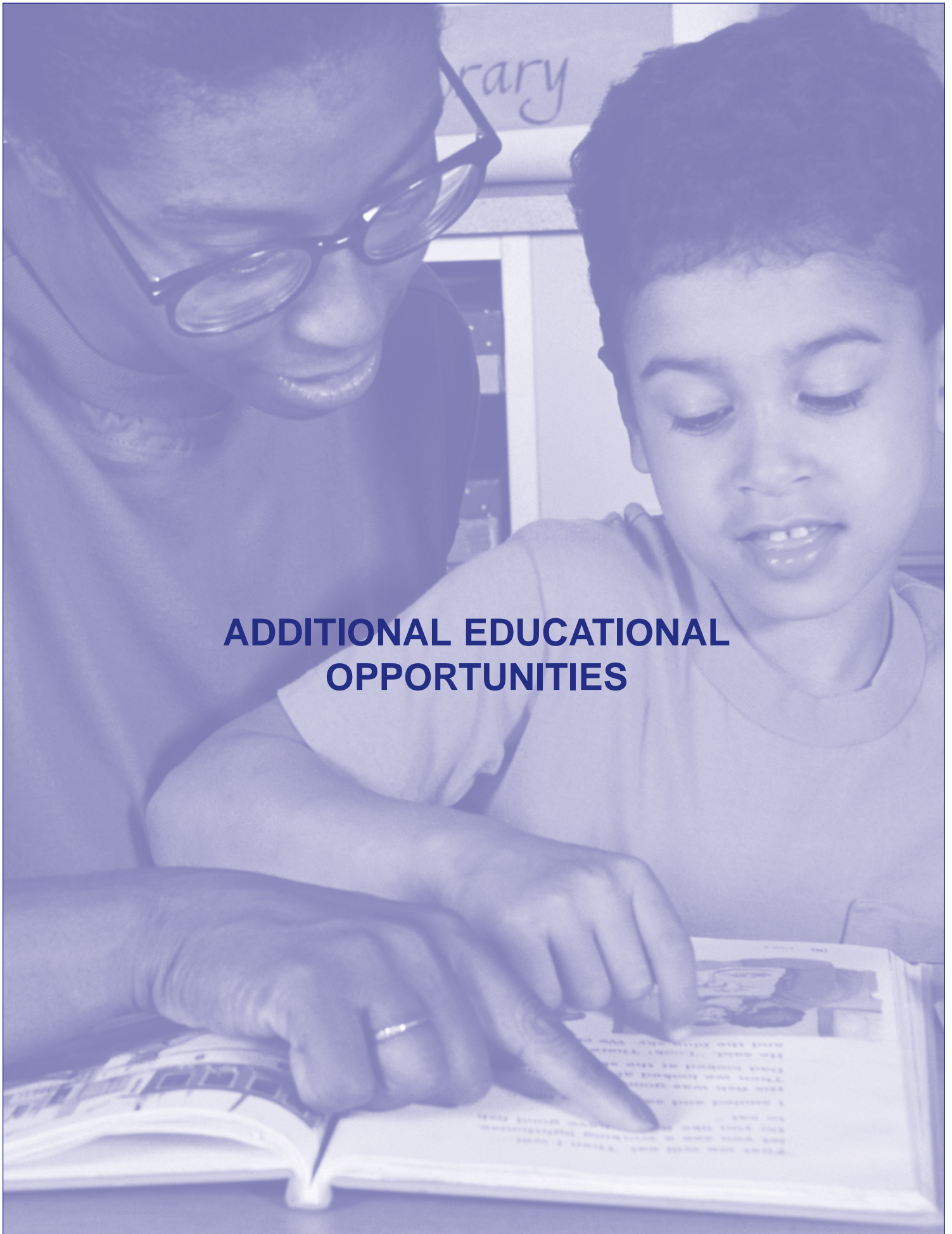
- Gain a new approach to math and reading activities.
- Learn new hands-on math activities for use with children.
- Learn how to make stories and simple math exciting for young children.
- Learn how to use everyday materials and experiences for teaching math.
- Learn to use an interdisciplinary approach to reading, math and more.

### Dates and Locations

03/17	Richmond	Science Museum of Virginia 2500 West Broad Street
03/31	Manassas	Hampton Inn 7295 Williamson Boulevard
04/14	Richmond	Science Museum of Virginia 2500 West Broad Street
05/05	Richmond	Science Museum of Virginia 2500 West Broad Street
05/19	Fairfax	Pennino Building 12011 Government Center Parkway Suite 206 A & B







## **ADDITIONAL EDUCATIONAL OPPORTUNITIES**

## DISTANCE LEARNING

### READ-A-BOOK PROGRAM

This distance learning self-study program allows early childhood professionals to earn training credit hours by reading children's literature and books on early childhood education and child development. The Virginia Department of Social Services' (VDSS) Division of Child Care and Development collaborated with the Library of Virginia to place sets of books in each of the 350 public libraries across Virginia.

This initial phase of the Read-A-Book Program focuses on the importance of incorporating children's literature across the curriculum, reading to and with young children daily, understanding early brain development, fostering language and literacy development, and communicating successfully with young children.

This program currently offers *two book report* options for obtaining training credit hours. You are encouraged to choose one or both to receive credit. You may read & report on more than one book, and be eligible to receive training credit hours for each new book read and book report submitted to VDSS for grading. All book report materials are free. A \$10.00 processing fee will be charged when you submit materials for grading. Do not send your money until you submit your materials for grading.

#### Option One: Reading Children's Literature Books with Children

Option One asks you to read at least **two** children's literature books to your children and then develop a book report for each book that describes the activities and projects you developed to support the story or theme of the book. You may choose from the infant and toddler story books placed in each public library in Virginia or you may choose to use two of your own favorite children's books.

#### Option Two: Reading Professional Books

Option Two asks you to choose to read one of the professional books listed in the Read-A-Book Program booklet, and then complete the Professional Development Book Report developed for each book. Each Virginia public library has at least one copy of the professional development books listed in the Read-A-Book Program booklet.

#### To Participate

Interested individuals should request a copy of the Read-A-Book Program booklet from VDSS or access assessment materials online at: <http://www.dss.virginia.gov/family/cc/readbook.cgi>. The booklet includes book lists, instructions; and all forms required to participate in Option 1, and the list of professional development books and special instructions to participate in Option 2. A complete listing of Virginia Public Library locations throughout the Commonwealth is also included in the Read-A-Book Program Booklet. Librarians will not have the book report materials; you must contact VDSS by mail or email or obtain the materials online (address listed above).

Read-A-Book Program materials may be requested electronically at: [read.a.book@dss.virginia.gov](mailto:read.a.book@dss.virginia.gov) or by mail (using the form below). If you request materials by email, please state how you would like to receive the program booklet, either electronically or by mail.

*Cut Out or Photocopy*

#### Read-A-Book Program Booklet Request Form

##### Mailing Address:

Read-A-Book Program  
Division of Child Care and Development  
Virginia Department of Social Services  
7 North 8th Street, 6th Floor  
Richmond, VA 23219-3301

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

## DISTANCE LEARNING

### VIDEO SERIES

The Virginia Department of Social Services (VDSS) currently offers two video-based training programs with study guides and testing materials. These programs are self-paced and child care professionals may earn four, six, or eight hours of training credit upon successful completion of the assessment materials.

#### To Participate

Child care professionals borrow the videotapes and receive copies of the study guides and test materials from one of the eight regional licensing offices listed below. There is no cost for the study guides or testing materials. A ten dollar (\$10.00) processing fee per person is charged when submitting the completed assessments for grading.

To apply to receive credit for participation in either video series, each individual must complete the assessment materials for each program. Individuals must receive a passing grade to be awarded training credit hours. Detailed instructions for participation are included with each study guide. Please allow 3-4 months for VDSS to process test materials.

**1 - DSS 101 - The Whole Child - A Caregiver's Guide to the First Five Years (TWC)** is a video series production developed by WTVS Detroit and the Merrill-Palmer Institute at Wayne State University in 1998. It is based on the textbook of the same name written by Joanne Hendrick, Professor of Early Childhood Education Emerita at the University of Oklahoma.

**2 - The Program for Infant/Toddler Caregivers (PITC)** was developed by WestEd and the California Department of Education. A team of experts in child development, child care, adult education, and print and video production was assembled to work with national and state advisors to create this video production. The goal of the program was to develop meaningful training materials based on sound principles and proven practices. The materials were developed for both center-based and family day home providers and focus on caring for infants and toddlers.

To reserve the videotapes for participation in either video series training program, please call your regional licensing office listed below.

Central Region: 804-662-9432  
 Fairfax Area: 703-934-1505  
 Eastern Region: 757-491-3953  
 Verona Area: 540-332-2330  
 Peninsula Area: 757-247-8020  
 Piedmont Region: 540-857-7971  
 Northern Region: 540-347-6345  
 Abingdon Area: 276-676-5655

### CHILD ABUSE AND NEGLECT ONLINE COURSE

An online course called, Child Abuse and Neglect: Recognizing, Reporting, and Responding for Educators, is now available for child care providers. Originally, it was developed by VDSS with VISSTA and the Department of Education for teacher licensure. Successful completion of this course provides 2 hours of training credit. The course may be accessed at [www.vcu.edu/vissta/training/va\\_teachers](http://www.vcu.edu/vissta/training/va_teachers) and all are welcome to take this course.

### NATIONAL PROGRAM FOR PLAYGROUND SAFETY (NPPS) ONLINE TRAINING OPPORTUNITIES

NPPS offers online courses that target the needs of child care providers. Listed below are two options.

**Early Childhood Outdoor Play Inspectors Program** - an interactive online course that gives child care providers the knowledge and understanding needed to inspect the outdoor play area for safety. Through pictures, discussion, readings, and assignments, providers will gain the experience needed to inspect the early childhood outdoor play environment.

- Length of Course – once coursework is begun, participants have up to four weeks to complete the course, which is self-paced
- Clock Hours – 12 hours
- CEUs – 1.2

**Playground Supervision for Child Care Providers** - an online course that gives child care providers the opportunity to learn supervision practices in an outdoor play environment. Through instructional videos, pictures, and written information, providers will learn new supervision techniques to implement in their facilities.

- Length of Course – once coursework is begun, participants have up to two weeks to complete the course, which is self-paced
- Clock Hours – 1 hour
- CEUs – .1

#### To register:

Visit <http://www.playgroundsafety.org/training/online.htm>

#### For more information:

Contact the National Program for Playground Safety as listed below.

[www.playgroundsafety.org](http://www.playgroundsafety.org)

Phone: (800) 554-PLAY (7529)

Fax: (319) 273-7308

Email: [playground-safety@uni.edu](mailto:playground-safety@uni.edu)



## OTHER TRAINING RESOURCES

### TRAINING INFORMATION FOR PROVIDER SUCCESS (TIPS) CALENDAR



The VDSS Division of Child Care and Development Training Information for Provider Success (TIPS) Calendar permits for-profit, non-profit and governmental organizations to list child care provider training. The calendar lists all training opportunities in date order and provides a

search feature that permits access to specific training, locations, and dates. VDSS offers this site as an informational service and does not endorse any non-VDSS training.

The TIPS Calendar may be viewed at:

<http://www.dss.virginia.gov/redirect/?83>.

### T.E.A.C.H. - VA<sup>®</sup>

T.E.A.C.H. - VA<sup>®</sup> is an additional resource that provides financial and other incentives for child care providers to attend college.

This program helps child care providers earn an associate degree in early childhood education, and is administered by Voices for Virginia's Children, which is both publicly and privately funded. To learn more about the program, call 804-649-4900 or 1-866-543-7682 or visit the Web site at:

<http://www.vakids.org/>.

### VIRGINIA CHILD CARE PROVIDER SCHOLARSHIP PROGRAM

VDSS provides the Virginia Child Care Provider Scholarship Program that pays for college tuition and technology fees for current or future child care providers and professionals. The program pays for either a maximum of eight courses or the current maximum lifetime award, whichever comes first, at Virginia's institutions of higher learning, and is funded through the Federal Child Care and Development Fund. To obtain more information call 1-866-636-1608 or visit the Web site at:

<http://www.dss.virginia.gov/family/cc/scholarship.html>.





## OTHER TRAINING RESOURCES

### VIRGINIA CHILD CARE RESOURCE AND REFERRAL NETWORK (VACCRRN)

VACCRRN, a statewide network, promotes the positive development of all children. VACCRRN network members are local child care resource and referral (CCR&R) agencies



**vaccrrn**

that provide services to families, early childhood professionals, and communities. Each VACCRRN agency provides information for consumers on how to select child care and maintains a regional database of providers that links families with child care options.

CCR&R agencies help child care providers maintain and improve quality of care by offering technical assistance and training in their local communities. Many member agencies have lending libraries for toys, equipment, and resources to enhance learning opportunities. Training sessions are scheduled by each member agency to meet the needs of their local providers and are offered via distance learning, as well as individual and group sessions. In addition to their own training, VACCRRN member agencies provide access to curricula, such as ZERO TO THREE's Partnering with Parents: Preventing Child Abuse and Neglect. A listing of course topics is provided below.

#### VACCRRN Training Topics:

Dollars & Sense – The Business of Family Child Care  
Building Collaborative Relationships  
Early Brain Development  
Social-Emotional Development  
Understanding Temperament  
The Influence of Culture  
Understanding & Responding to Abuse  
Responses to Troubled Parents  
Challenging Behaviors

Scheduled training opportunities are listed on the VDSS TIPS Calendar. To find the VACCRRN agency serving your community, call 1-866-KIDS-TLC or visit their Web site at [www.vaccrrn.org](http://www.vaccrrn.org).

### VIRGINIA DEPARTMENT OF HEALTH, DIVISION OF INJURY AND VIOLENCE PREVENTION

A FREE basic child passenger safety course for child care providers and other staff members is available through the Virginia Department of Health's Division of Injury and Violence Prevention. The 90 minute course is designed to give child care providers the basic knowledge and information needed (e.g., type of seat needed based on child's age, height, and weight, proper placement in vehicle, etc.) to properly restrain children during transport. In addition to requesting the training course, providers may also request to have a safety seat inspection for parents during pick-up of their children. To schedule a free class or safety seat inspection, or for more information, please contact Tobey Allen at [tobey.allen@vdh.virginia.gov](mailto:tobey.allen@vdh.virginia.gov).

### SQUARE ONE

Square One offers prevention and early intervention (PEI) courses for child care providers/early childhood educators, home visitors, and parents. Most training sessions will be held from 9 am - 12 Noon at various locations in the Hampton Roads and Richmond areas in Virginia. Participants will receive in-service training certificates upon completion of a course. Visit the Square One website at [www.SqOne.org](http://www.SqOne.org) to view the course calendar and follow registration/payment procedures. For more information or to sign up for a newsletter, contact Square One at [info@sqone.org](mailto:info@sqone.org) or call (757) 552-0293.



#### Courses include:

Parent/Child Interaction  
Dynamics/Indicators of Child Abuse & Neglect  
Infant Care/Development/Health (0-12 mo.)  
Infant Care/Development/Health (13-36 mo.)  
Infant Care/Development/Health (37 mo.- 5 yr.)  
Parental Health  
Substance Abuse  
Ethical Issues  
Skills for Home Visitors  
Growing a Brain  
Language Development/Emerging Literacy  
Working with Resistant Parents  
Case Documentation/Court Appearance  
Supervision Skills  
**NEW** Pediatric Overweight  
**NEW** Mental Health  
**NEW** Advanced Brain Development  
**NEW** Advanced Supervision Skills

# COMPREHENSIVE LIST OF ALL COURSES

See pages 12-26 for Spring classes.



## CHILD DEVELOPMENT SERIES

### INFANT AND TODDLER SERIES

- Part 1 - Ages and Stages of Development for Infants and Toddlers
- Part 2 - Creating an Appropriate Learning Environment for Infants and Toddlers
- Part 3 - Planning Activities for Infants and Toddlers
- Part 4 - Guiding the Behaviors of Infants and Toddlers

### PRESCHOOL SERIES

- Part 1 - Ages and Stages of Development of Preschoolers Ages Three to Five
- Part 2 - Creating an Age Appropriate Learning Environment for Preschoolers
- Part 3 - Planning Age and Stage Appropriate Activities for Preschoolers
- Part 4 - Guiding the Behaviors of Preschool Children Ages Three to Five

### SCHOOL-AGE SERIES

- Part 1 - Ages and Stages of Development for School-Age Children
- Part 2 - Using the Environment to Connect with School-Age Children
- Part 3 - Planning Activities for School-Age Children
- Part 4 - Guiding the Behaviors of School-Age Children

### EXPLORING BRAIN DEVELOPMENT

- Part 1 - Every Teacher is a Brain Surgeon
- Part 2 - Beyond Babble: Exploring Early Language Development
- Part 3 - Protecting the Child's Brain: Prevention, Assessment, and Intervention
- Busy, Bold, or Bashful: Understanding Temperaments to Help Preschool Children Learn and Develop
- Developing Creative Thinkers
- How Children Learn

### CHILDREN WITH DISABILITIES SERIES

- Part 1 - Learning About Inclusion
- Part 2 - Making Accommodations in Activities and the Environment for Children with Disabilities
- Part 3 - Working with Families and Other Partners
- Part 4 - At Wit's End: Addressing Behavior Challenges of Children with Disabilities
- Working with Children with Attention Deficit Hyperactivity Disorder (ADHD)
- Working with Children Who are Deaf or Hard of Hearing

## GENERAL INTEREST

### CLASSROOM MANAGEMENT AND CURRICULUM DEVELOPMENT

- ...And Words Will Surely Hurt Them - Creating Bully-Free Zones
- Building Blocks for Early Learning - Using Virginia's Foundation Blocks for Early Learning
- Guiding Behavior Using Sign Language
- Managing Challenging Behaviors in Preschoolers: Biting, Tantrums, and Other Behaviors - What to Do (Videoconference)
- Observation and Recording: It's Not Always Obvious
- Reframing Discipline Part 1: From Stopping Misbehavior to Teaching Skills
- Reframing Discipline Part 2: Connecting with Every Child
- Reframing Discipline Part 3: Understanding Difficult Behavior
- Working with Mixed-Age Groupings of Children

### COMMUNICATION

- Conflict Resolution for the School-Age Child
- Grace Under Fire: Dealing with Difficult People
- Nurturing Productive Partnerships with Parents

### **CREATIVE ARTS, DRAMA, AND MUSIC**

Exploring Music and Rhythm with School-Age Children  
Hats Off to Providers!  
Photography and Visual Learning: "A Child's Eye View"  
Rainy Day Activities – Be a Survivor: The School-Age Challenge  
Turn Your Trashables into Teachable Treasures  
Wee Dance Advanced  
Wee Dance: Creative Movement for Preschoolers

### **DIRECTOR/ADMINISTRATOR**

An Introduction to the Project Approach  
Foundations of Respect: Employee Relations in Child Care Settings  
The Director's Toolbox: The Director's Orientation Guide for New Staff

### **FAMILY DAY HOME**

Active Learning in Family Day Homes  
Managing Your Home Child Care Business in a Profitable Way  
Professionalism in Your Family Day Home

### **HEALTH AND SAFETY**

Asthma Education for Child Care Providers  
Beyond the Common Cold: Reducing the Risk of Bloodborne Infections in Child Care Settings  
Child Abuse and Neglect: Recognition and Reporting  
Emergency Preparedness  
Fire in the Facility! Are You Prepared?  
Health Screening For Child Care Professionals  
Helping Children Handle Stress  
Medication Administration Training (MAT) for Child Care Professionals  
Playground Safety  
Preventing Injuries in the Child Care Environment  
Safely on the Move: Securing Children for Transport  
Sun Safe – Sun Protection Curriculum  
Visual Health in the Preschool Population

### **LITERACY, READING AND LANGUAGE DEVELOPMENT**

Mother Goose Asks Why?  
Mother Goose Cares about the Early Years  
Every Child Ready to Read

### **MATH READINESS**

Living Math: Financial Awareness for School-Age Children  
Numeracy for Preschoolers: 1-2-3 Play With Me  
You Can Count on Mother Goose

### **NUTRITION AND PHYSICAL FITNESS**

Babies and Toddlers Need Exercise, Too  
Beyond Baby Fat: The Truth About Preschool Obesity  
Building Blocks for Healthy Active Kids: Nutrition and Physical Activity  
Fit Kidz: Physical Fitness Activities for Maintaining a Healthy Lifestyle  
Fit Kidz II: Preschoolers on the Move  
From Picky Eaters to Overeaters: Challenges in Feeding Young Children

### **SCIENCE**

Garden and Nature Crafts  
Gardening for Children